

Rector's Greeting

We have been waiting for you to come and be with us! We were so excited that you might be coming to worship with us that we formed a committee, the Hospitality Committee, and designed this Handbook for Newcomers just for you. We don't believe in coincidences.

We have all been visitors to St. Theodore's. That's right. All of us had to walk in through those beautiful front doors for the first time. We still can remember that day and therefore want to share with you some of our experiences and the things that helped us move from a "visitor" to a "regular attendee".

We also know that no two churches, including no two Episcopal Churches are alike. The worship is from The Book of Common Prayer and we use the 1982 Hymnal, BUT, the church is not books, it is people. We have a lot of talented people at St. Theodore's and there is room for more people just like you.

We are looking forward to getting to know you and help you to use your gifts and talents so that we may **all** grow closer to our loving God. Since we have all been visitors at some point, we know that it is very important to become involved in the programs and activities of the parish. We will consider your presence with us a gift and a blessing and we look forward to being with you.

Welcome.

The Rev. Ken Parks, Rector

Worship Services

Sunday Schedule

Holy Eucharist, Rite I 8:00 a.m.

Holy Eucharist, Rite II 10:30 a.m.

Holy Eucharist, Rite I 4:00 p.m.

Childcare is available on Sunday from 9:00a.m. until the end of the 10:30 service

Weekday Schedule

Monday 8:30 a.m. Morning Prayer

Tuesday 8:30 a.m. Morning Prayer

Wednesday 10:00 a.m. Healing Service with Holy Eucharist

Thursday 8:30 a.m. Morning Prayer

Friday 8:30 a.m. Morning Prayer

Parish Life

Saint Theodore's Nursery

On Sunday morning, the nursery is open from 9:00 until after the 10:30 service. In addition, nursery care may be provided during programs and classes on other days. The goal is to give infants and young children a safe, positive, and fun first church experience while allowing their parents to participate in the church programs they desire.

Nursery Staff and Procedures

The nursery staff is currently composed of one paid nursery worker. Father Ken Parks must approve all paid staff and volunteer nursery workers before providing care in the nursery. All parents of nursery-aged children are welcome to occasionally assist in the nursery when needed.

The nursery at Saint Theodore's is designed for infants and children under four years of age.

Because of safety issues, children four years old and older may not be cared for in the nursery.

SIGN-IN PROCEDURES AND INFORMATION CARD

Upon the first visit to the nursery, please request and complete an information card that may be obtained from the nursery staff. The information card should have all persons listed who may attend to the child's needs or drop-off /pick-up the child. Please remember to keep the child's information card up-to-date as he or she grows or circumstances change.

A parent or guardian must sign their child into the nursery on each visit. The parent or guardian is responsible for placing a nametag on the back of each child.

Infants do not require a nametag. Parents will also be given a numbered pager that will alert you if the nursery staff needs the parent's immediate attention.

SIGN-OUT PROCEDURES

Only authorized persons indicated on the infant or child's information card should pick up a child. **NO** sibling or other child will be allowed to sign-out an infant or child from the nursery.

Parish Library

The library is an inviting and comfortable place for parishioners to read a book from the shelves or to check one out. The instructions for checking out a book are on the door and also on the desk. Just follow the simple directions and return the book within a reasonable length of time. People are also invited to donate religious books of interest by placing them on the desk. Books can be signed with the donor's name.

There is no maximum number of books that can be checked out.

The Grady-Ogard Children's Library

Something new and very special has been added for the children of St. Theodore's Episcopal Church, The Grady-Ogard Children's Library. There are two main parts to this wonderful new library. One part consists of an amazing selection of books that are available for the children to check out and take home and the second part consists of a beautiful interactive Biblical Time Line that has been painted on the wall.

Part one: All the books in the library are of a religious nature. Most books are for the children, but a few selections are for parents, to help them explain difficult subjects such as divorce, death, etc. to their children. The library is open anytime the church is open and the self-check-out and return system is very simple to use.

Part two: The interactive Biblical Time Line is divided into parts: The Old Testament and The New Testament. Children can choose one of the 30 stories they wish to experience by taking a basket from the shelf and placing the selected story on the time line wall. As the story is read, pieces of the story found in the basket can be placed on the special surface above the shelf. Children's Bibles may also be checked out of the library in order to read the Bible stories in greater depth.

Parents are encouraged to help their children use both parts of the library.

Pastoral Care Ministries

Contacting the Clergy

To reach the clergy, please call the church at 479. 855. 2715

Concordia Arms Ministry

In August of 2005, a non-denominational worship service was begun at the Concordia Arms at 1:00 p.m. on Sunday afternoons. Several people rotate the leadership of this much-appreciated service.

Daughters of the King (DOK)

The Daughters of the King is a national order of women who are communicants of the Episcopal Church devoted to prayer, service, evangelism and the strengthening of the spiritual life of the parish.

As a Daughter of the King, the focus is to pray in confidence for those in need, serve Christ with the gifts he has given us, and share our faith with others.

Lay Eucharistic Visitors

Lay Eucharistic visitors are those members of the congregation that have been trained by the rector and licensed by the bishop to take the Holy Eucharist directly from the altar to those who are too sick or in other ways unable to be in church and receive communion.

Prayer Shawl Ministry

In the fall of 2004 the Prayer Shawl Ministry sprang into action and began making shawls for those who are experiencing a life-altering situation. This may be illness, death of a loved one, birth of a new baby, divorce or any very stressful time in life.

Shawls are distributed to those who are experiencing a life-changing situation. To date 90 shawls have brought the message of love and caring from our members. Shawls have gone to parish members, family and friends of parishioners, and Hurricane Katrina refugees.

In 2007 we began working with a nationwide grass-roots organization called Prayer Shawls 4 Fallen Soldiers (PS4FS). As our supply permits we send prayer shawls to family members of soldiers who have died while in service to our country.

Shawls are available for parish members as well as friends or family. Prayer is said when working on a shawl and with each shawl a letter is enclosed, which explains that it is given with the love and prayer of the donor and all of St. Theodore's members. It surrounds the recipient with love and prayer.

Parish Life Ministries

Agape Groups

An Agape Dinner is a setting for new members to get to know current members better, with both singles and couples welcomed. This is a great opportunity for an enjoyable evening to get to know the parishioners of St. Theodore's Episcopal Church. Each group of eight will get together once a month in a four-month rotation in homes and at times of their choice. Sign-up times will be provided twice a year, in August and January.

Arkansas Episcopal Cursillo

Cursillo is a 3-day weekend of spiritual renewal that originated in Spain in 1947. The full name is "Cursillo in Cristianidad" which means "short course in Christian living". It is intended to help Christians learn and live what is fundamental as a Christian and to help these same Christians discover and live out a personal vocation. Cursillo is a movement of the Episcopal Church under the authority of the Presiding and Diocesan Bishops. The goal of Cursillo is to bring the world to Christ by empowering adult Christian leaders through the use of a specific method, which equips and encourages Christians to live out their Baptismal Covenant to serve Christ.

Shepherd Groups

The purpose of Shepherd Groups is to offer assistance to parishioners in times of stress, emergency, during illnesses or at deaths. In addition groups may meet for fellowship events. As new people join the congregation, they are placed geographically into these groups.

Early Risers

Early Risers is a group of men from St. Theodore's who get together on a weekly basis for fellowship and breakfast at the Village Inn in Bentonville. The group reviews a weekly spiritual reading and discusses and supports each other as we look to apply Christ's lessons in our personal and professional lives. It is open to all men of St. Theodore's and meets every Friday at 6:30 a.m. for one hour.

Fellowship

Fellowship opportunities are an important part of the life of St. Theodore's. Fellowship begins when an individual or a family walks in the front doors. Each individual receives a warm "Good morning!" and offered any help that seems appropriate.

Fellowship opportunities are available every Sunday between the 8 a.m. and 10:30 a.m. services and in the gathering area following the 10:30 service. There is always fellowship in our adult classes or in just sitting around the several unique locations in our building.

There are several opportunities for fellowship through the Agape dinner's program and the Shepherd groups. In addition there are parish potlucks, outings, and group trips to local places of interest.

The Men of St. Theodore's (M.O.S.T.)

The Mission of M.O.S.T. is to provide a fellowship organization for the men of St. Theodore's that will further the worship of God and provide service to the Church and Community through the sharing of inspirational and spiritual ideals and programs. During the past year, this mission has been accomplished by sharing breakfast, fellowship and worship with fellow parishioners. Both the church and the community have been served by the contribution of time and/ or money to worthwhile projects which have included the church Christmas Party, Sharing and Caring, Robert R. Brown Camp, Sipping Under the Stars, St. Anne's Guild Ecumenical Luncheon and various clean-up and repair projects. M.O.S.T. meets the second Monday of each month at 8:30 a.m. in Sengel Hall, with a breakfast and a brief business meeting to discuss worthwhile projects and an occasional speaker.

Publicity

St. Theodore's Publicity Ministry sends church related news articles to the local newspapers and occasionally writes articles for the church Messenger.

Additional helpers are welcome to type the various news articles. Communication and articles are sent by e-mail, making the job easier. If there is a recent picture to be included with an article, then it is taken to the newspaper office.

St. Anne's Guild - Episcopal Church Women

All women members of St. Theodore's are members of the Episcopal Church Women (ECW) and St. Anne's Guild. The purpose of St. Anne's Guild is to provide fellowship, education and service. These goals are incorporated in our programs and outreach activities. The programs are spiritual, educational, and sometimes just entertaining. There are book reviews, musical presentations, and speakers from the community representing

organizations such as the Children's Shelter, the Sheriff Department, the Bella Vista Animal Shelter and others.

Sponsored activities in the parish include the annual church-wide picnic in June, The Church Periodical Club, and The United Thank Offering. There are ecumenical luncheons to foster communications with other churches. The annual Bakeless Bake Sale provides money for projects and various charities in Bella Vista and Benton County.

Several women have been involved on the diocesan and national level of ECW. Many attend Women's Institute at Camp Mitchell in June and the Annual Meeting in October. We have supported the diocesan Time for Joy retreat for young women by sponsoring two participants from our parish.

St Anne's also decorates the Church seasonally and will provide help when and wherever needed. St. Anne's Guild meets the first Tuesday of the month, September through May, at 9:30 a.m. in Sengel Hall. This is an active group of women seeking to live in the light of Christ.

Web Site

In the cyber space world of today people rely on their computers, using search engines and web sites to research and find the services they require.

With this in mind, we have built this beautiful state of the art web page for St. Theodore's that is designed not only to attract new people, but also to inform our existing members of current activities, important contacts, and special occasions.

Women Without Partners (WWP)

The function of this organization is to be there for those ladies, who have experienced great loss due to being widowed, divorced or who are living alone for any reason.

Informal social gathering are planned each month. It is a comfortable time to share thoughts and to begin rebuilding one's life after great loss.

Activities vary, but the friendship offered is very comforting.

Faith In Action Ministries

Helping Hands

Helping Hands is a charitable thrift store that receives support from St. Theodore's outreach programs in both contributions and personnel participation.

It was started some twenty years ago with a vegetable garden and \$700 to help the needy of Bentonville. The store has been in three locations since then and is now located in a 47,000 square foot building at 320 Airport Road.

The money comes from store sales of donated used goods. These items are received, sorted, repaired, cleaned, and put out for sale. The money derived from these sales is then

given to help people in need of short term help with utility bills, prescription drugs, gas to get to work, car repairs and many other essentials.

There is also a large food pantry with staple foods that provides help for people when they have little or no income. Food is given out daily, five days a week, to those in need.

Outreach

An important part of living a Christian life is reaching out to our neighbors who are in need. St. Theodore's has always been active in Helping Hands and in the Courtesy Van ministries and recently we have participated in the Women's and Children's Shelters. Through the rector's discretionary fund, St. Theodore's has always responded in a significant way when there is a need.

Project Lifesaver

Project Lifesaver is a non-profit organization made up of Sheriffs, City Police, Search and Rescue Teams and other public safety organizations that electronically locate people who wander. Hundreds of communities across the U.S. have now adopted Project Lifesaver to locate those residents who might wander away from familiar surroundings. The clients may have Alzheimer's disease, Autism, Down's syndrome, traumatic brain injuries or other conditions that can cause wandering. St. Theodore's has been administering the Project Lifesaver program in Benton County since 2007.

Those at risk of wandering wear a one- ounce transmitter on the wrist or ankle that emits a constant pulsating radio tracking signal. When the caregiver discovers their loved one missing, they call the police and trained Project Lifesaver personnel respond with a special tracking unit that can quickly locate the missing person. Contact Lana McDonald through the church.

Worship Ministries (Guilds)

Acolyte Guild

The Acolyte Guild has school age members and adults, with the adults usually serving at the 8 a.m. service on Sundays and the younger members at the 10:30 a.m. service.

Joy in serving Christ is manifested quite frequently by many of the acolytes.

Altar Guild

Service on the Altar Guild is making sure the altar is always set for all services. This work is taken seriously and great pains are taken to ensure the altar is correctly set up, spotlessly clean and arranged to provide the center of worship.

After the 10:30 a.m. services, the altar flowers are taken to shut-in members of the Parish to cheer them up and to let them know they are thought of. It is an honor to set God's table.

Altar Flowers and Candles

Altar flowers or sanctuary candles may be purchased to commemorate a special occasion or as a remembrance of a loved one.

Columbarium

The columbarium and scattering area, the first in Bella Vista, is an authorized cemetery.

It has become the model columbarium in Bella Vista with many churches in the area using it as a prototype when designing their own.

To plan and prepare for the inevitable time, Fr. Parks may be contacted for counsel and to schedule his End of Life Seminar.

Door Greeters

Friendly and smiling faces greet everyone before our church services on Sunday mornings as well as holidays. This is an important ministry for both church members and visitors. Greeters assist the visitors with signing the guest book and make them feel welcome at our services.

Welcome Greeters

The goal of the Welcome Greeters is to heighten the awareness of visitors and new people to St. Theodore's and be intentional about welcoming them and giving them information about our church.

Memorial Committee

Memorials are monies that are given to the church either as a designated or non-designated gift in memory of a deceased or as a gift of thanksgiving. This committee makes suggestions to the church vestry of projects for which the memorial gifts may be used.

Ushers

There are over 235 ushering opportunities annually. Ushers serve at our Sunday, holiday, and special services, by greeting and handing out the service leaflet, passing the alms plate and guiding the congregation through the Eucharist process to the Communion Rail.

Music Ministries

Choir & Music Program

The Choir sings at the 10:30 service on Sunday and Christmas Eve Services. The Choir rehearses on the **first and third Wednesday** of each month at 7 p.m. and on Sunday mornings beginning at 9:45 a.m. New members are always welcome.

The church is pleased to hold two or three informal in-house recitals each year where musicians of all sorts and ages may participate. At each recital we may hear young instrumental students, organists from the congregation, and singers of all levels of accomplishment. These relaxed and fun occasions give our musicians a chance to brush up on their skills.

The Choir Director and Organist is Annette Zehring

Bible Study

Tuesday Noon Brown Bag Study

This Tuesday Bible Study meets at noon to view video lectures on New Testament topics followed by discussion.

All are welcome to join us or just to drop in occasionally.

Women's Bible Study

This study and discussion group meets at noon on Wednesdays in the church library.

Wednesday Night Bible Study

Study is Wednesday evenings from 6 p.m. to 7:30 p.m. in the Gathering Area.

Leadership of the class is shared on a rotating basis by those who are willing to do so. A Bible book is chosen to study in depth. One to two chapters are studied each week, sometimes overlapping into a second week.

Everyone is welcome. Please bring a Bible with you.

Adult Christian Education

Adult Education

St. Theodore's offers a variety of adult educational opportunities that allows each parishioner to find a place for spiritual growth that suits his or her interest and learning style.

The Adult Education Committee organizes the Sunday morning studies as well as seasonal educational opportunities for adults. There are several classes scheduled for Sunday mornings. These classes meet in Sengel Hall and the Gathering Area during the educational hour from 9:30 a.m. -10:15 a.m. and are detailed below:

The Rector's Forum

Led by Father Ken Parks, this class explores various topics and offers an opportunity for learning and growing in Christian living. Father Parks leads discussions on topics pertaining to the liturgical calendar as well as other subject matter to enrich, to educate, and to help with spiritual growth.

The Gospel Truth

This class is an in depth study of the scripture reading scheduled for the Sunday service. Many have found this to be the perfect compliment to attending worship on Sunday morning.

Godly Parenting Class

St. Theodore's *Godly Parenting* Book Study began in September 2005. The goal has been to provide encouragement and support through study and discussion as we embrace Biblical methods of guiding and caring for the children in our lives. This study is open to parents, grandparents, and those who find themselves raising children in these most challenging times.

Children's Christian Education

Church School at St. Theodore's Episcopal Church

There are four church school classes each Sunday for the children and youth at St. Theodore's. The first two levels use the Godly Play curriculum, a Montessori Christian Education Program developed by Jerome Berryman, an Episcopal priest, author, and teacher.

The Godly Play I Class is for four and five year olds. Lessons are from *Young Children and Worship*, a text written by Sonja M. Stewart and Jerome W. Berryman. A storyteller and the children sit on the floor in a circle.

The story is told using beautifully handcrafted manipulatives that depict the story. Following the story, the children are asked, "I wonder..." questions in which the children are encouraged to ponder what it was like to be "in" the story. The children then have an opportunity to do some type of work related to the story. They may retell the story, color,

paint, or work with clay. At the end of each lesson the children may express themselves to God in prayer and then share in a small snack.

Two trained Godly Play teachers lead this class.

The Godly Play II Class includes 1st through 3rd graders. Lessons are from the *Complete Guide to Godly Play, Volumes 2 – 4*, written by Jerome Berryman. The same structure as described above is utilized in this classroom though the lessons are a bit more complex and follow more closely the seasons of the church year. Three Godly Play teachers lead this class.

The Class for 4th through 6th Grades uses the curriculum, *Quick Studies—Ready to Use Bible Studies (Philippians through Hebrews)*. Young people are encouraged through interaction and discussion. Two dedicated teachers teach this class.

The Class for 7th through 12th Grades uses a curriculum that follows the lectionary, *Seasons of the Spirit*. Students and teachers both enjoy this curriculum. Two experienced teachers lead this class.

A Christian Education Committee was formed in September 2005. Members of this committee include our rector, Father Ken Parks, along with eight parishioners.

Children's Chapel

Children's Chapel is designed for children ages 3 through grade 2. Children process out of the 10:30 a.m. service during the processional hymn following a child carrying the children's cross.

Children's Chapel is held in Pengelly Hall for the purpose of teaching children reverence and love of God among their peers while giving parents and grandparents a chance to worship in the main service. The Children's Chapel leader returns children to their parents during the Announcement/Peace time so children can participate in the Eucharist with their family. Some liturgical practice takes place during Children's Chapel: carrying the cross, lighting candles on the altar, and snuffing the candles.

The children say prayers, sing, and hear a bible lesson with application to their lives. This time is spent teaching children a love and respect for God, each other, and their church. Some lessons include the Ten Commandments, the Twelve Apostles, the Books of the Bible, and liturgical lessons such as Holy Communion. Children are then allowed a response time as time permits. Adults are welcome to process out with the children and observe this special time of Children's Chapel in Pengelly Hall.

Youth Fellowship – 6th through 12th Grades

Episcopal Youth Community (EYC)

Episcopal Youth Community, also known as EYC is open to 5th through 12th grades. The group meets 11:30 a.m. to 1:30 p.m. after the 10:30 a.m. Sunday Service in Sengel Hall where lunch is served. Individuals or church groups provide all lunches.

The foundation of EYC is based on the following:

Fellowship/Fun - with each other and occasionally with other Church groups

The EYC hosts the Shrove Tuesday pancake supper & Easter Egg Hunt.

Service - within the church and community

Worship - symbolizing their commitment to God and St. Theodore's through their attendance in Sunday school, church and participation as acolytes/ choir members.

Reflection - each gathering begins with a blessing and concludes with the EYC prayer.

We Need You

“The one who sows sparingly will also reap sparingly, and the one who sows bountifully will also reap bountifully. Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.” –II Corinthians 9:6-7

- Do you have the gift to lead, to teach, or to administrate?
- Are you especially good at extending mercy, encouragement, or hospitality?
- Do you feel uniquely empowered to communicate the Christian message to people far from God?
- Would you like to use your creative talents in music, writing, or hospitality?

Whatever your passion, there is a place for you to serve at St. Theodore's. Try several ministries until you find the one that is right for you.

The list of opportunities is endless.

Here are a few:

- Participate in our EYC program.
- Become involved with the Outreach programs.
- Knit a shawl that will be blessed and given to a newborn or to comfort someone who is ill.
- Lead a Shepherd Group.
- Become a Lay Eucharistic Minister and take communion to those who cannot attend church.
- Lead prayers and pass the chalice each Sunday as a member of Lay Readers or Chalice Bearers.
- Serve as an usher or greeter on Sundays.
- Care for the sanctuary and its furnishings as a member of the Altar Guild.
- Teach a Sunday school class.
- Sing in the choir.

How do I join?

St. Theodore's is an open congregation to all who seek God and a greater, stronger Christian life. All baptized persons are welcome to receive communion at this altar. Formal membership can be established in one of the following ways:

"I'm already an Episcopalian."

Contact our parish office and provide us with the name of your previous church. We will let you know when we have received your letter of transfer and we will welcome you formally.

"I was baptized (and confirmed) but not in an Episcopal Church."

Bring us a copy of your baptismal certificate or a letter from your former church that states when the baptism occurred and who baptized you. We recognize confirmation from most other denominations, so if you've been previously confirmed, you will be received into the Episcopal Church.

"I've never been baptized."

Get ready for a life-changing celebration! Call the church office and make an appointment to meet with our priest who will discuss with you this process.

For more information about becoming a member contact the church at 479. 855. 2715

Family Information Sheet

St. Theodore's Episcopal Church, 1001 Kingsland Road, Bella Vista, AR 72714
479-855-2715 E-mail: sttheodores@sbcglobal.net

Last Name _____ First Name _____ Martial Status _____
Address _____
Phone #'s Home _____ Work _____ Cell _____
Occupation _____ Employer _____
Date of Birth _____ Baptism date _____ Confirmation date _____
If married, date of marriage _____ E-mail address _____

Please transfer my/our membership from:

Church name _____ City/State _____

_____ I/we are interested in joining the Episcopal Church

Spouse or Other Adult

First name _____ Last name (if different) _____
Work phone _____ Cell phone _____ Occupation _____
Employer _____ Date of birth _____ Baptism date _____
Confirmation date _____ E-mail address _____

Children's Information

First child's name _____ *Third child's name* _____
Date of Birth _____ Date of Birth _____
Date of Baptism _____ Date of Baptism _____

Second child's name _____ *Fourth child's name* _____
Date of Birth _____ Date of Birth _____
Date of Baptism _____ Date of Baptism _____

Please list any activities/ministries any family member has been involved with in the past and would like to continue at St. Theodore's.

Please indicate anything any family member would be interested in if offered at St. Theodore's, i.e. Bible Study, Book Study, Men's group, Women's group, Children's/youth activities, Music, etc.
